

**CITY OF MISHAWAKA, BOARD OF PARKS & RECREATION
MINUTES OF THE MEETING**

DATE: January 28, 2013

TIME: 4:30 p.m.

PLACE: Battell Center Community Room

PRESENT: Reg Wagle, John Coppens, Carolyn Teeter, Ellen West, Bob Shriner & Michael Bergin

ALSO PRESENT: Terry Zeller, Michelle Wotring, and Robert C. Beutter, Esq.

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Board President, Reg Wagle, called the regularly scheduled meeting to order at 4:30 p.m. The Pledge of Allegiance was recited. Mr. Wagle then called for the approval of the minutes from the January 22, 2013, meeting. Mrs. Teeter moved to approve the minutes as presented and Mrs. West seconded his motion. The motion carried unanimously.

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OLD BUSINESS:

None at this time.

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NEW BUSINESS:

Mrs. Wotring requested approval for payment of claims for the Parks & Recreation Department as listed below:

<u>Docket Number</u>	<u>Amount</u>
2013-00000030	\$31,505.07

Mrs. Teeter moved to approve the claims as presented on the above docket and Mr. Coppens seconded the motion. The motion carried unanimously.

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SUPERINTENDENT'S REPORT:

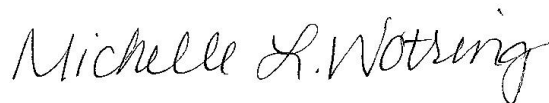
Mr. Zeller advised the Board that he had recently met with the Departmental Directors to discuss business plans and models, seasonal employee needs and duties, and potential of cross training the seasonal pool of employees to work at multiple locations. Mr. Zeller indicated that the upcoming month would be a busy for the Board, including hearing another presentation by Lehman and Lehman on the Central Park Renovation Plan and a new and comprehensive plan review by the Troyer Group regarding Merrifield Complex. Mr. Zeller ended his report with indications that lots of capital improvements and planning for same would be happening in 2013.

The Board asked how interviews for the Director and Manager of Aquatics/Ice Rink were going. Mr. Zeller indicated that a mix of both internal and external applicants had applied for each position. Interviews were being held and wrap up expected in the coming week. Letters of Offer are anticipated to be out by March.

Mr. Wagle then called for additional questions and/or comments from any others present at the Board meeting. As there were no further questions or comments to be made, Mrs. Teeter moved to adjourn the meeting and Mr. Coppens seconded the motion. The motion carried unanimously.

Meeting was adjourned at 4:39 p.m.

Submitted for Approval to the Board

A handwritten signature in black ink that reads "Michelle L. Wotring". The signature is written in a cursive, flowing style.

Michelle L. Wotring,
Office Manager, Parks & Recreation

Approved:

Carolyn Teeter, Board Secretary